

# HOMELAND SECURITY GRANT PROGRAM

DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP  
MEETING MINUTES

APRIL 2, 2012

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
  - a. Meeting Notice & Agenda
  - b. DHSTPWG Meeting Minutes from March 5, 2012
  - c. Homeland Security Grant Program Monthly Report from April 2012
  - d. Homeland Security Grant Program FY08-FY11 Unfunded Projects
  - e. Homeland Security Grant Program FY07 – FY09 Open Project Log
  - f. Homeland Security Grant Program Purchasing Report from April 2012
  - g. Homeland Security Grant Program Subgrant Report from April 2012
  - h. Homeland Security Grant Program FY12 Funding Plan
  - i. Training and Exercise Subcommittee Meeting Minutes from March 7, 2012
  - j. DHSTPWG Funding Subcommittee Meeting Minutes from March 5, 2012
2. March 5, 2012 minutes were reviewed and approved. (**Motion: Monroe Hudson; Second: Dave Roberts, Passed Unanimously**)
3. **Old Business**
  - a. **Subcommittee Reports**
    - 1) ***Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee*** – (Secretary Lewis Schiliro, Chairman) – Bryant Baker, DTI, briefed the contract period of performance for both projects has expired. GeoDecisions requests an additional \$40,000.00 for work that was performed from the original contract. \$800,000.00 has already been allocated from the FY08 and FY09 Homeland Security Grant Program (HSGP) for out year costs that expires September 30, 2012. Bryant stated DTI would need \$307,000.00. Mark Davis asked if there will be a deliverable and Bryant said that would depend on GeoDecisions, they are meeting on April 3, 2012. Robert Newnam expressed his concern that there is not funding available from FY10-FY12 HSGP to fund out year costs. Jen Dittman asked if the finished product could be housed at another location other than DTI; Bryant advised that it could not. Dave Carpenter Jr. stated that all Disciplines should have to chip in money for this project, not just EMA and GA. Robert Newnam stated the Subcommittee could not be held accountable for the results of the past vote because that was before the Subcommittee was aware of the changes to the period of performance within the grant program. Dallas Wingate stated that it is impossible to sustain a project when there is not any funding available. The next RMAT committee meeting is scheduled for the first Tuesday in

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May. Secretary Schiliro wants to see the project completed by September 30, 2012. Tom Ellis stated there is a teleconference scheduled April 3, 2012 with DTI, GeoDecisions, and hopes to have a revised change in scope approved. Chairman Turner instructed Bryant Baker to have a financial picture to Jen Dittman by Monday, April 9, 2012 for the Funding Subcommittee. Jen Dittman asked Bryant to attend the Funding Subcommittee meeting on April 9, 2012 to provide the information the Subcommittee requires.

Richelle Edwards briefed they are working with GeoDecisions, DTI and DEMA to establish a new contract for the remainder of work that needs to be completed by all parties.

- 2) ***Training and Exercise Subcommittee*** – (Robert Newnam, Chairman) - There were no recommendations from the T & E Subcommittee. The next Subcommittee meeting will be held on April 4, 2012.
- 3) ***Funding Subcommittee*** – (Allen Metheny, Chairman) - The Funding Subcommittee held a meeting on April 2, 2012 to discuss reallocations and FY12 HSGP project requests. The committee will meet at the Department of Agriculture on Monday, April 9, 2012 at 1:30pm to act on all outstanding funding from FY07-FY09 HSGP. The following reallocations were approved:

The Agriculture (AG) Discipline reallocated \$60,000.00 from FY09 for the Premise ID Project to a new project for the Public Safety Communications (PSC) Discipline. The funding will be used to upgrade the State of Delaware's 911 & Public Safety software in all 18 servers for the Exacom Hindsight G-2 recording systems. (**Motion: Dave Roberts; Second: Dave Mick Passed Unanimously**)

The Agriculture (AG) Discipline reallocated \$70,306.00 from FY09 for the Premise ID Project to a new project for the Delaware Motor Vehicle (DMV) Discipline. The funding will be used to purchase equipment for the Real ID program that is now under the Homeland Security Grant Suite. (**Motion: Mark Davis; Second: Robert Newnam, Vote Passed 12-1**)

b. **Equipment Procurement Progress (FY2007-FY2011)**

Jen Dittman briefed that the HSGP Monthly Report from April 2012 is the status of Disciplines' projects. She provided the group with a list of open projects that must be completed by grant deadlines. Jen advised that our purchaser, David Johnson, is leaving

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DEMA and the planners will be doing their own orders. Jen Dittman then briefed the status of equipment distribution. A lot of equipment has been ordered and received, so please remember to pick up your equipment in a timely manner. To keep things moving along, please reference the DHS number from Lester Hobbs' email to make this process as smooth as possible.

4. **New Business:**

A. **FY2012 Homeland Security Grant Program** - Allen Metheny briefed that the Funding Subcommittee met to come up with a funding plan for the FY12 HSGP. There were over \$5 million in requests, after the carve outs for Law Enforcement, there was \$1.9 million remaining to allocate. The Subcommittee kept in mind the priorities set forth in the Funding Opportunity Announcement and by the HSAC. They looked very hard at Citizens Corps, Cyber Security and sustaining projects and/or programs and eventually made many cuts to meet the funding requirement. Jen Dittman presented a handout with the Funding Subcommittee's final determination for FY12 project requests. Chairman Turner asked about the DMV receiving funding. Allen Metheny stated they were allocated funding from the AG Discipline and they could possibly get additional funding at the next meeting scheduled for Monday, April 9, 2012. Robert Newnam suggested since there were a lot of cuts, the Disciplines need to request funding from the State's general budget before August 2012. Chairman Turner agreed and would like each Discipline to provide a listing of issues that need to be addressed by the Homeland Security Advisory Council (HSAC) for the next DHSTPWG meeting scheduled June 11, 2012.

Motion was made to accept the FY12 Funding Plan as presented. **(Motion: Allen Metheny; Second: Ellen Malenfant Passed Unanimously)**

b. **Chairman Turner Comments** – Chairman Turner thanked members of the Funding Subcommittee for all their hard work and cooperation. The May meeting for the DHSTPWG has been cancelled.

5. The meeting adjourned at 2:30 p.m. **(Motion: Allen Metheny; Second: Dallas Wingate, Passed Unanimously)**

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**Next Meeting - the next meeting is scheduled for June 11, 2012 at 1:30 p.m. - DEMA Training Room.**



JAMES E. TURNER, III

Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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## DELAWARE HOMELAND SECURITY TERRORISM PREPAREDNESS WORKING GROUP MEETING MINUTES

APRIL 2, 2012

MEETING ATTENDANCE ROSTER	
Name	Agency
<b>Voting Members</b>	
Jamie Turner	Chairman
Monroe Hudson	Delaware State Police, LE Co-Lead
Dallas Wingate	Delaware National Guard, DNG Lead
Carleton Carey	Delaware League of Local Governments, GA Lead
Robert Newnam	Delaware Fire School, T&E Lead
Absent	Council on Police Training
Dave Carpenter	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management, EMA Lead
Joe Thomas	SC Emergency Management, SEMA Lead
Sharon Duca	City of Dover, PW Lead
Suzanne Raab-Long	DE Healthcare Association, HC Lead
Nicole Quinn	DHSS, Division of Public Health, PH Lead
Ellen Malenfant	DNREC, HZ Lead
Dave Roberts	Public Safety Communications, PSC Lead
Dave Mick	Emergency Medical Services, EMS Lead
Sandra Alexander	Department of Technology & Information, CS Lead
Mark Davis	Department of Agriculture, AG Lead
Bob George	Citizen Corps, CCP Lead
Allen Metheny	Delaware Volunteer Firefighter's Association, FS Lead
Kami Beers	Department of Motor Vehicles, DMV Lead
<b>Working Group Members &amp; Guests</b>	
Bryant Baker	Department of Technology & Information, RMAT/RID
Mike Chionchio	Office of the State Fire Marshal
Larry Kibler	Civil Air Patrol
Dwayne Day	DeIDOT
Joe Wessels	Delaware League of Local Governments
Harvey Velott	Delaware State Police
Warren Jones	Delaware Volunteer Firefighters Association
Richelle Edwards	Department of Technology & Information, RMAT/RID
Julie Moran	Department of Technology & Information, RMAT/RID
Tom Ellis	Department of Justice
<b>Delaware Emergency Management Agency Staff</b>	
Edward Lee	Principal Planner
Jennifer Dittman	Terrorism Preparedness Supervisor
Jim Cubbage	NIMS/IMT Coordinator
Will Hayes	Planner
Beth Moran	Planner
LaRissa Guess	Technical Assistance Coordinator
David Johnson	Purchaser